



STANDARDS OF APPRENTICESHIP
adopted by

WESTERN STATES ENGINEERS TRAINING INSTITUTE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
CONSTRUCTION EQUIPMENT OPERATORS		859.683-010	8000 HOURS
HEAVY DUTY MECHANIC REPAIRMAN		625.281-010	8000 HOURS
HOISTING ENGINEER		921.663-030	8000 HOURS
TECHNICAL ENGINEER		018.167-018	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

APRIL 24, 1964
Initial Approval

JANUARY 16, 2004
Committee Amended

JANUARY 16, 2004
Standards Amended (review)

APRIL 16, 2004
Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

WESTERN STATES ENGINEERS TRAINING INSTITUTE

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The Western States Engineers Training Institute is composed of an equal number of representatives from those signatory contractors in the Associated General Contractors of America, Inland Empire Chapter, and the International Union of Operating Engineers, Local #370, Spokane, Washington, working in cooperation with the Washington State Apprenticeship and Training Council, and the Bureau of Apprenticeship and Training, U.S. Department of Labor, have developed the following Standards to provide the best possible training for registered operating engineer apprentices in the area covered by these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may

WESTERN STATES ENGINEERS TRAINING INSTITUTE

use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall be as follows: Counties as parts of counties east of the 120th meridian-Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Lincoln, Okanogan, Pend Orielle, Spokane, Stevens, Walla Walla, Whitman and Yakima in the State of Washington; and all counties in the State of Idaho.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the State of Idaho.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

- Age: **Not less than eighteen (18) years of age.**
- Education: **High school graduate or have a G.E.D. Heavy Duty Mechanic Repairman applicants must have previously completed a two year college degree or provide documentation of equivalent training or experience to be eligible for application.**
- Physical: **All applicants shall be physically able to perform the work of the trade. A physical or a physician's evaluation may be required.**
- Testing: **Upon acceptance, applicants must pass our drug screening criteria. See copy of drug policy.**
- Other: **All apprenticeship applicants shall have a valid vehicle operator's license and dependable transportation.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

WESTERN STATES ENGINEERS TRAINING INSTITUTE

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

- 1. All individuals interested in becoming an apprentice must complete the eight (8) week Safety and Orientation class. The standard tuition fee will be charged to all individuals who participate in this class.**

Selection into this program is a two-step process, first, an applicant must be successfully accepted into the Safety and Orientation class, and secondly, applicants will be placed into the apprenticeship program based on their performance in this class. The apprenticeship program will keep a detailed applicant log. This log will track each applicant's progress through the selection process.

If, for the Safety and Orientation class, there are more applicants who meet the minimum qualifications and provided they pay the required tuition fee, than there are slots available, all applicants will be interviewed. If there are slots available for all eligible applicants, the interviews can be bypassed and all of the eligible applicants may advance to the Safety and Orientation class. When interviews are necessary, all interviewed applicants will be scored on a point-based system. The highest scoring applicants will be selected for the available openings in the Safety and Orientation class.

The Safety and Orientation class is an eight (8) week - 320 hour-long program. While in this program, each individual will be evaluated weekly by their instructors for attendance, attitude, safety and school performance. Each applicant's weekly evaluations will be totaled at the end of the Safety and Orientation program.

A ranked list of the individuals who have completed the Safety and Orientation class will be created. Each individual will be placed on this list based on their overall total score achieved while in the Safety and Orientation class. This ranked list will constitute the eligible apprenticeship pool list. Individuals will be dispatched from this list in proper chronological order.

- 2. Processing of applications:**

WESTERN STATES ENGINEERS TRAINING INSTITUTE

- a. All applications are obtained, processed and filed at the office of the Apprenticeship and Training Coordinator.
 - b. A log shall be kept in the training director's office, indicating the number of each application, logged to the left hand column of each applicant's name. The date application is returned and accepted is displayed on the right side of the applicant's name in the log.
 - c. Interested persons are encouraged to obtain application in person.
 - d. The following information shall be recorded with each application.
 - (1) Date application is obtained
 - (2) Date aptitude test results are received
 - (3) Date proof of age and education is displayed
 - (4) Results of interview
 - e. The application and required documentation must be completed and submitted to PO Box 210, Spangle, WA 99031 by the deadline given with the application. Failure to meet the given deadline and required documentation will void the application.
 - f. At least fifteen (15) days prior to selecting apprentices, qualified applicants will be notified of time and place to appear for an interview. Interviews will be scheduled on an as-needed basis.
 - g. All applicants being accepted into the program will be required to take and pass a pre-employment urinalysis drug-screening test before being registered. The cost of the drug test will be covered by the JATC.
 - h. Application is void after Safety and Orientation starts, those interested must reapply.
3. **Transfer of Apprenticeship.** In order to transfer an apprenticeship agreement between two local JATC's within state having a registered apprenticeship program, the following requirements must be met.
- a. The apprentice must submit a written request to transfer, describing in detail the needs and reasons upon which the request is based.
 - b. The apprentice's sponsoring JATC must agree to the transfer.
 - c. The receiving JATC must agree to accept the transfer.
 - d. The parent organizations of both JATC's (two local Unions) must agree to the transfer.

WESTERN STATES ENGINEERS TRAINING INSTITUTE

- e. The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
- f. The transferring apprentice must:
 - (1) Complete an application form.
 - (2) Provide to the JATC documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files and shall be maintained in the same manner as other records are.
 - (3) Upon being accepted by the receiving JATC, the Department shall be informed of the transfer.
 - (4) Registration proceedings shall be initiated with the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.

Those accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while registered in an apprenticeship program.

4. EXCEPTIONS:

- a. (Direct Entry) Those who graduate from a technical training college that has been reviewed and approved by the Local JATC. The JATC may grant advanced credit or waive Safety and Orientation in recognition of the applicant's critical training.
- b. (Direct Entry) The out of state transfer procedure will be followed as stipulated above per #2, however upon the apprentice being accepted by the receiving JATC, the apprentice shall register as a new apprentice within the State of Washington.

WESTERN STATES ENGINEERS TRAINING INSTITUTE

- c. **(Direct Entry) An employee of a non-signatory employer not qualifying as a Journey-level person when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on the skill and knowledge of the applicant. For such applicants to be considered, they must meet the minimum qualifications.**
- d. **(Direct Entry) An individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training.**

B. Equal Employment Opportunity Plan:

- 1. **Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. **Cooperate with school boards and vocational schools to develop programs, which prepare students for entrance into apprenticeship.**
- 3. **Engage in such programs as OUTREACH for the positive recruitment and preparation of potential applicants for apprenticeship; where appropriate and feasible, such programs shall provide for pre-testing experience and training. If no programs are in existence, the sponsor shall seek to initiate these programs, or, when available, to obtain financial assistance from the Council. In initiating and conducting these programs, the sponsor may be required to work with other sponsors and appropriate community organizations. The Sponsor shall also initiate programs to prepare women and encourage women to enter the traditionally male programs.**
- 4. **To encourage the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or to prepare candidates for apprenticeship, a sponsor shall make appropriate provisions in its affirmative action plan to insure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.**
- 5. **Engage in any such action as stated above to insure that recruitment, selection, employment, and training of apprentices without during apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex.**

WESTERN STATES ENGINEERS TRAINING INSTITUTE

- 6. Direct referral into apprenticeship openings of Operating Engineers Job Corps graduates successfully completing a specific trade pre-apprenticeship Operating Engineers Job Corps program, without regard to present eligibility lists. Additional Safety and Orientation Training will be required by the Operating Engineers.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

- | | |
|--|---------------------------------------|
| A. Heavy Duty Mechanic Repairman: | 8000 hours of work experience |
| B. Construction Equipment Operator: | 8000 hours of work experience. |
| C. Technical Engineer: | 8000 hours of work experience. |
| D. Hoisting Engineer: | 8000 hours of work experience. |

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

WESTERN STATES ENGINEERS TRAINING INSTITUTE

All apprenticeships shall be subject to a tryout or probationary period not exceeding the first 1600 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

- A. Heavy Duty Mechanic Repairmen: An employer employing one (1) or more journey-level workers in the trade of heavy duty mechanic repairman may employ one (1) apprentice and one (1) additional apprentice shall be employed thereafter for each three (3) journey-level workers employed at the job site or shop.**
- B. Construction Equipment Operators: An employer employing one (1) or more journey-level workers in the trade of construction equipment operator may employ one (1) apprentice and one (1) additional apprentice shall be employed thereafter for each three (3) journey-level workers employed at the job site or shop.**
- C. Technical Engineer: An employer employing one (1) or more journey-level workers in the trade of technical engineer may employ one (1) apprentice and one (1) additional apprentice shall be employed thereafter for each three (3) journey-level workers employed at the job site or shop.**
- D. Hoisting Engineer: An employer employing one (1) or more journey-level workers in the trade of hoisting engineer may employ one (1) apprentice and one (1) additional apprentice may be employed for each three (3) journey-level workers employed at the job site or shop.**
- E. The ratio of apprentices shall reflect the appropriate collective bargaining agreement.**

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may

WESTERN STATES ENGINEERS TRAINING INSTITUTE

be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	55%
2	1001 - 2000 hours	60%
3	2001 - 3000 hours	65%
4	3001 - 4000 hours	70%
5	4001 - 5000 hours	75%
6	5001 - 6000 hours	80%
7	6001 - 7000 hours	85%
8	7001 - 8000 hours	90%

Rates:

A. Heavy Duty Mechanic Repairmen:

The rates for the heavy-duty mechanic repairmen for the field rate shall be based on the field heavy-duty mechanic-welder journey-level wage rate under Schedule A, Group VI, established in the Collective Bargaining Agreement. The shop rates for the heavy-duty mechanic repairman shall be based on the journey-level shop heavy-duty mechanic-welder wage rate under Schedule B established in the Collective Bargaining Agreement.

B. Construction Equipment Operators:

The rates for the construction equipment operators shall be based on the journey-level wage rate under Schedule A, Group VI, (Tractors D-6 & over) established in the Collective Bargaining Agreement.

C. Technical Engineer:

The rates for the technical engineers shall be based on the journey-level wage rate under Schedule A, Group VI, (Tractors D-6 & over) established in the Collective Bargaining Agreement.

D. Hoisting Engineer:

The rates for the hoisting engineer shall be based on the journey-level wage rate under Schedule A, Group VI (Tractors D-6 and over), established in the Collective Bargaining Agreement.

WESTERN STATES ENGINEERS TRAINING INSTITUTE

Apprentices shall receive the same travel pay and health insurance accorded to journey-level workers.

Apprentices shall receive pension benefits after completion of the 1600-hour probationary period. For projects bid at 90% refer to collective bargaining agreement for Operating Engineers.

WESTERN STATES ENGINEERS TRAINING INSTITUTE

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

The operating engineer apprentices shall receive the instruction and experience necessary to develop a practical and skilled journey-level worker versed in the theory and practice of his/her particular trade classification by using the following appropriate schedule of work experience as a guide. He/she shall also perform such other duties as are commonly related to his/her classification.

<u>A. Construction Equipment Operators</u>	<u>Approximate Hours</u>
1. Track type equipment.....	1500
(Which shall include the following training categories)	
a. Dozers	
b. Pushcarts	
c. Track type loaders	
d. Track type backhoes	
e. Track type paving machines concrete and asphalt	
f. Track type trenching equipment	
g. Screeds	
To include all attachments and support equipment: Lubrication, grades and stakes, signals, soils, and compaction.	
2. Rubber tire type equipment.....	1500
(Which shall include the following training categories)	
a. Scrapers	
b. Rubber tire loaders	
c. Motor graders	
d. Truck-tractor and trailers	
e. Rubber tire dozers	
f. Rubber tire backhoes	
g. Rubber tired asphalt, dirt and/or any compactor roller	
h. Combination backhoe-loaders	
i. Rubber tire trenchers	
j. Rubber tired paving machines	
k. Brooms	

WESTERN STATES ENGINEERS TRAINING INSTITUTE

To include all attachments and support equipment:
Lubrication, grades, and stakes, signals, soils and
compaction.

3. Lifting Type Equipment.....1500
(Which shall include the following training categories)
- a. Forklifts
 - b. Pavement Breakers
 - c. Boom Trucks
 - d. A-Frames
 - e. Chicago Booms
 - f. Air Tuggers
 - g. Other self-propelled lifting devices.

To include all attachments and support equipment:
Lubrication grades, and stakes, signals, soils and compaction.

4. Stationary and miscellaneous type equipment.....1500
(Which shall include the following training categories)
- a. All asphalt plants
 - b. Crusher plants
 - c. Washing and screening plants
 - d. Concrete plants and supportive equipment
 - e. Concrete pumps
 - f. Concrete saws
 - g. Set up-tear down, welding, cutting, fabrication
 - h. Lubrication and preventative maintenance
 - i. Power generating plants

5. Machine Control2000
(Which shall include the following training categories)
- a. Calibration of lasers.
 - b. Laser operation and application.
 - c. Installation of sonar tracers.
 - d. Operation of sonar tracers.
 - e. Calibration of components mainfall, rotation and blade sensors.
 - f. Functions of control box.
 - g. Operation and setup of light displays.
 - h. Field setup procedures for machine control operations.

TOTAL HOURS: 8000

To include all attachments and support equipment: Set up, tear down,
lubrication, and preventative maintenance, grades and stakes, signals, soils
and compaction

WESTERN STATES ENGINEERS TRAINING INSTITUTE

B. <u>Heavy Duty Mechanic Repairmen</u>	Approximate Hours
1. Preventative maintenance and service.....	1500
(Which shall include the following training categories)	
a. Lubes, oils and fuels	
b. Greasing and oiling	
c. Cleaning and inspecting parts	
d. Minor adjustments	
e. Testing, trouble shooting of equipment	
f. Welding, cutting, and fabrication	
2. Engines.....	1500
(Which shall include the following training categories)	
a. Operation, maintenance, and repair of diesel, gasoline, steam engines with attached drive units such as air compressors, water pumps, ac/dc generators, and electric motors.	
b. Repair of air systems and troubleshooting	
c. Repair of fuel systems and troubleshooting	
d. Repair of lubrication systems and troubleshooting	
e. Repair of cooling systems and troubleshooting	
f. Repair of engine braking systems and troubleshooting	
g. Repair of electrical starting and charging systems and troubleshooting.	
3. Power trains.....	1500
(Which shall include the following training categories)	
a. Wet and dry clutches	
b. Standard transmissions	
c. Torque converters	
d. Power shift transmissions	
e. Electric drives and traction motors	
f. Drive lines	
g. Differentials - final drives	
h. Frictions and steering clutches	
i. Brakes, (air-hydraulic, electric, mechanical)	
j. Tires, wheels, and hubs	
k. Under-carriage and tracks	
l. Cabs, bodies, and frames	
m. Booms, drums, sheaves, buckets, and cables	
4. Control systems.....	1500
(Which shall include following training categories)	
a. Mechanical levers	
b. Cable	
c. Hydraulics	

WESTERN STATES ENGINEERS TRAINING INSTITUTE

- d. Air
 - e. Electrical (and combination thereof)
 - f. Instrument panels
 - g. Switch gear
 - h. Valves
 - i. Solenoids
5. Machine Control2000
- a. Installation of Components Control Box, Mainfall, Rotation and Blade Sensors
 - b. Calibration of mainfall, rotation and blade sensors
 - c. Maintenance of Machine Control Components.
 - d. Electrical Systems Installation.
 - e. Hydraulic Systems Installation.
 - f. Laser Applications and Installations.
 - g. Sonar Applications and Installations.
 - h. Installation of Light Displays.

TOTAL HOURS: 8000

WESTERN STATES ENGINEERS TRAINING INSTITUTE

C.	<u>Hoisting Engineer:</u>	<u>D.O.T. #921.663-030</u>	<u>Hours</u>
1.	Rigging and Transporting.....		3000
	a. Rigging the load		
	b. Signaling the load		
	c. Pre-operational checks		
	d. Transporting, erecting and dismantling the crane		
2.	Crane Operation and Maintenance.....		3000
	a. Operating the crane		
	b. Inspecting the crane		
	c. Maintaining the crane		
	d. Repairing the crane		
3.	Compliance, Rules and Regulations.....		2000
	a. Maintaining the log book		
	b. Rules and regulations		
	c. Working near power lines		
	d. Working the crane in hazardous awareness area's		
To include all attachments and support equipment; clam shell, draglines, pile drivers, boom extensions and jibs.			
TOTAL HOURS:			8000

WESTERN STATES ENGINEERS TRAINING INSTITUTE

<u>D. Technical Engineers</u>	<u>Approximate Hours</u>
1. Periods I, II; chainman/rodman apprentice.....	3000
a. Use and care of hand tools (other than survey equipment)	
b. Use and care of survey hand tools	
c. Use and care of rods, chains, etc.	
d. Hand signals	
e. Marker stakes	
f. Hubs, points and monuments	
g. Bench marks and turning points	
h. First aid	
i. Safety measures	
2. Period III, IV, instrumentman/party chief.....	3000
a. Use and care of levels	
b. Use and care of alidades and other special instruments	
c. Notes and sketches	
d. Calculations, reductions, conversions	
e. Maps, plans, records, etc.	
f. Job analysis for efficient field procedures	
g. Supervise survey party	
3. Period V, Advanced Technologies.....	2000
a. Laser Calibration	
b. Laser Operation	
c. Electronic Distance Meters	
d. GPS Satellite Systems	
e. Smart Stik Computerized Grade Rods	
f. Computer Earthwork Estimating Systems	
TOTAL HOURS:	8000

WESTERN STATES ENGINEERS TRAINING INSTITUTE

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☒ (X) A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☒ (X) Training trust
- ☐ () Other (specify):

160 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

WESTERN STATES ENGINEERS TRAINING INSTITUTE

- A. Each apprentice shall maintain 160 hours of related training per year. Any excess related supplemental training hours above and beyond the minimum 160 accrued in a training year, up to a maximum of 80 hours, may be carried over to the following training year.**
- B. The Apprenticeship Committee recommends that the courses for apprenticeship be limited to those who are actually apprentices to the trade in accordance with these Standards.**
- C. Apprentice shall not be allowed more than three (3) Unexcused Absences per instructional calendar year. An Excused Absence is the Apprentice working with a written excuse from the employer, or the Apprentice sick with a written excuse from the doctor. Disciplinary action shall be an explanation to the Joint Apprenticeship Training Committee of why Apprentice could not attend. Such disciplinary action may result in probation, suspension, or cancellation of the Apprenticeship Agreement.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

- 1. The progress and growth of the building, heavy, highway and engineering construction have created a need for a variety of large and costly**

WESTERN STATES ENGINEERS TRAINING INSTITUTE

equipment. To operate this equipment likewise requires a variety of skills. The source of this skill is the operating engineer.

To efficiently operate and maintain this large and costly equipment, the operator must have a thorough knowledge of the capabilities of the equipment. Much of the work performed by these machines is done to close tolerances calling for the utmost skill in their operations. With the constant introduction of new equipment and materials into the industry, the operator has to keep abreast with the changing skills and methods of operation. The operator must also be able to make minor adjustments and repairs to his/her machine and understand its servicing procedure. The above equipment must have preventative maintenance as well as scheduled maintenance. The mechanic must be able to diagnose, repair and maintain this equipment. Labor and Management have adopted the apprenticeship system as a means of providing a continuing supply of highly skilled operating engineers for all branches of this industry.

2. Hiring of Apprentices:

Employers desiring an apprentice shall make request for said apprentice to the Apprenticeship Committee or their designated authority.

3. Any apprentice may be rotated from employer to employer or job site to job site by the Apprenticeship Committee or designated authority.

4. Periodic Evaluation and Record Books:

- a. Each apprentice, upon registration, shall be furnished with a "Record Book"; the apprentice must faithfully keep this record, which shall be verified at the end of each month by the foreman or the journey-level worker supervising the apprentice. An evaluation of the apprentice shall be made each 1000 hours by the Apprenticeship Committee to determine his/her eligibility to receive the scheduled increase in his/her rate of pay. In these examinations consideration shall be made of school attendance, progress and daily employment record of the apprentice.
- b. This record must be submitted to the training director's office no later than the 10th of the following month, regardless if apprentice is working or not. The Apprenticeship Committee shall have the authority to withhold advancement, suspend or cancel his/her Agreement for failure to comply. The apprentice, the employer and the union agree to abide by any such determination of the Committee.
- c. If an apprentice is thirty (30) or more days late turning in monthly reports, he/she will not receive credit for the hours submitted. Any

WESTERN STATES ENGINEERS TRAINING INSTITUTE

apprentice who is three (3) or more months delinquent on the hour reports must appear before the JATC.

- d. If any apprentice submits late reports and the hours submitted would raise the apprentice to a higher wage classification, notification by the JATC Office will require the employer to pay the higher wage rate only from the date the reports were received by the JATC Office.

5. Employment Policies:

- a. No registered apprentice may quit their job without first notifying the training office. Apprentices who violate this clause may be subject to disciplinary action or termination from the program.
- b. Apprentices who have been terminated for cause twice (2) shall be subject to disciplinary action. A third (3) termination may result in immediate suspension until the Apprenticeship Committee determines what action to take.
- c. All registered apprentices must follow the dispatch policy as outlined below. Apprentices who violate this clause may be subject to disciplinary action or termination from the program.
 - (1) Apprentices may turn down the first dispatch, if they so choose. The second turn down or refusal to work will place the apprentice at the bottom of the out-of-work list. Upon the third turn down or refusal to work, the apprentice will be suspended until the JATC takes action at the next meeting. The apprentice will be required to appear before the JATC to show cause why he or she should not be terminated from the program. The chain of attempted contacts can only be broken by accepting a dispatch or requesting a leave of absence.
 - (2) If an apprentice accepts a dispatch and then cannot fulfill the job, he or she must make contact with the Apprentice Office in a timely manner (enough time to dispatch someone else). If the apprentice accepts a dispatch and does not show up for work and does not provide a documented cause or reason for the no-show, he or she will be suspended and required to appear before the JATC. If deemed unavailable for work, appropriate disciplinary action will be taken by the JATC or its designated authority.

7. Disciplinary Procedures:

WESTERN STATES ENGINEERS TRAINING INSTITUTE

- a. The basic work day and work week for apprentices shall be the same as that of a journey-level worker and the apprentices shall be subject to the same conditions including, but not limited to, accepted work rules pertaining to all safety codes, refusing employment as offered, dependability and reliability, extensive tardiness or absenteeism. Upon proper and legal review by the Apprenticeship Committee, the apprentice may be canceled from the Apprenticeship Program for failure to abide by these work rules. At no time will an apprentice be permitted to work without being under the supervision of a journey-level worker of their trade, nor shall he/she act as a foreman.
- b. **Substance Abuse Testing:** The Apprenticeship Committee shall have the authority to adopt a drug and alcohol testing program in order to ensure that each apprentice can work safely in a drug and alcohol free environment. Each apprentice agrees to be subject to such testing as a condition for maintaining his or her apprenticeship agreement.
- c. **Related Supplemental Training:** In case of failure on the part of any apprentice to fulfill the related supplemental instruction obligation, the sponsor shall have authority to withhold their periodic wage advancement, suspend, or cancel the Apprenticeship Agreement.
- d. **CDL License:** All registered apprentices must acquire a CDL Class A License within one (1) year of entering the Apprenticeship Program or they will not be advanced to the next stage of their apprenticeship term until they do so.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

- Prior to: 20 days of intention of disciplinary action by a committee/organization
- Committee/organization must notify the apprentice in writing of action to be taken
 - Must specify the reason(s) for discipline, suspension, or cancellation
 - Decision will become effective immediately

WESTERN STATES ENGINEERS TRAINING INSTITUTE

- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-

WESTERN STATES ENGINEERS TRAINING INSTITUTE

day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10

3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be

WESTERN STATES ENGINEERS TRAINING INSTITUTE

submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:

- Program name
- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience

WESTERN STATES ENGINEERS TRAINING INSTITUTE

necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more

WESTERN STATES ENGINEERS TRAINING INSTITUTE

than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **GROUP JOINT**

The Apprenticeship Committee shall be composed of equal numbers of members representing both the International Union of Operating Engineers, Local #370, and the Inland Empire Chapter Associated General Contractors of America.

The employer representatives shall be:

**Gary Hite, Chairman
E 4323 Broadway
Spokane, WA 99212**

**Paul Parish
Box 6510
Kennewick, WA 99336**

**Monty Hines
Box 1050
Richland, WA 99352**

**Jack Monrean
3350 George Washington Way
Richland, WA 99352**

The employee representatives shall be:

**Curt Koegen, Secretary
PO Box 3386 T.A.
Spokane, WA 99220**

**Mike Mitchell
2015 West Yakima
Pasco, WA 99301**

**Brian Hogan
722 West 100 North
Blackfoot, ID 83221**

**Mike Noble
PO Box 3386 T.A.
Spokane, WA 99220**

WESTERN STATES ENGINEERS TRAINING INSTITUTE

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Mark Wager, Coordinator
23500 S Operating Engineers Lane
PO Box 210
Spangle, WA 99031-0210**